



REPROGRAPHICS OPERATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of technical duties in the operation of the City's reprographics center.

Supervision Received and Exercised:

Receives general supervision from the Sr. Reprographics Operator or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Set up and operate Xerox 5390 and OCE 3165 duplicating machines to reproduce copies of reports, forms, special publications and related matter; cut and paste-up forms.
- Operate collator, folding machine, envelope inserter, copier, mailing machine, cutting and binding equipment, padding press, spiral cutter and related equipment; maintain machines and make minor repairs or adjustments.
- Maintain files and daily activity records.
- Maintain computer supplies such as toner, cartridges, printer ribbons and dry ink; assist users in selecting appropriate supplies.
- Stack and distribute finished printed materials.
- Receive, store and distribute office supplies to City departments.
- Update computerized inventory control system as needed to ensure accurate inventory counts.
- Prepare billings for orders processed for City departments.

Effective November 1988

Revised August 1991

Revised May 2001 (Update qualifications & supervisor)

Revised June 2004 (Add warehouse and forklift responsibilities)

CITY OF TEMPE

Reprographics Operator (continued)

- Assist departments with specific questions and concerns regarding the duplicating machines and printing services.
- Collect, sort, weigh and meter outgoing mail, which may weigh up to 50 pounds; pick up and deliver intra-city mail; monitor postage meter usage to maintain adequate postage balance.
- Receive and process surplus property; use a forklift to remove surplus property from vehicles and organize on pallets.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of computerized duplicating machine (high-speed copier) experience.

Training:

Equivalent to completion of the twelfth grade.

Licenses/Certifications:

Requires the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Requires the possession of, or ability to obtain within six months of hire, an appropriate, valid Arizona forklift operator's certificate.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2941

Salary Range: 10

FLSA: Non-Exempt

Effective November 1988

Revised August 1991

Revised May 2001 (Update qualifications & supervisor)

Revised June 2004 (Add warehouse and forklift responsibilities)